

68-63-490

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31 July 1962

MEMORANDUM FOR: Deputy Director (Research)

SUBJECT : Delinquent Advances

1. Attached is a report which shows the status of outstanding advances to DD/R employees, agents, and projects as of 31 May 1962.
2. The first column of this report shows the number of advances sixty (60) days or more past due for which accountings had not been received by the Finance Division on 31 May 1962. This number represents cases where the individual advancee has failed to render an accounting by the due date established by the operating official who approved the advance, as well as cases where the individual advancee may have submitted an accounting to his Division or Staff, but because of backlog or systems delays the accounting has not been forwarded to the Finance Division.
3. There are three compelling reasons why aggressive action at all levels should be taken to reduce the percentage of delinquent advances:
 - a. The record keeping, follow-up, and handling of a delinquent account requires the expenditure of approximately five times the manpower as does the processing of an account on a current basis.
 - b. Tardy accountings distort or delay financial reports which reflect the status and utilization of financial resources.
 - c. Experience has shown that the incidence of loss, misappropriation, and improvident use of official funds increases under circumstances where accountings are not processed on a current basis.
4. It would be appreciated if you would impress upon your Division and Staff Chiefs the necessity for aggressive follow-ups on delinquent advances, and ask them to take appropriate steps to insure that all employees render accountings on or before the established due dates.

25X1A

Distribution:

Orig. & 1 - Addressee

1 - DDCI

1 - Audit Staff 1 - FD/Accts Chrono

1 - C/Finance 1 - Accts. Rec. Unit files

GROUP 1
Excluded from automatic
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SCHEDULE 5

STATUS OF ADVANCES

(CONFIDENTIAL FUNDS)

OFFICE OF THE DEPUTY DIRECTOR (RESEARCH)

AS OF 31 MAY 1962

	<u>Total Advances 60 Days Or More Past Due</u>		<u>Total Advances Outstanding</u>	
	<u>No. of Accts.</u>	<u>Actual \$ Value of Delinquency</u>	<u>No. of Accts.</u>	<u>Total \$ Value All Advances</u>
ADVANCES TO EMPLOYEES:				
Office of the Deputy Director	-0-	\$ -0-	1	\$ 191.82
Office of Special Activities	<u>1</u>	<u>670.00</u>	<u>48</u>	<u>33,759.52</u>
Totals	<u>1</u>	<u>\$ 670.00</u>	<u>49</u>	<u>\$ 33,951.34</u>
Percentages	2.04%	1.97%	100.0%	100.0%

ADVANCES TO AGENTS:

None	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
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ADVANCES TO PROJECTS:

None	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
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